Inside SAIS

This Issue

Happy St. Patrick's Day

ADMS46, SPED28, ELLS10 Report Updates

These reports are updated at least twice a month, usually around the first few days of the month, and again around the 15-18th of the month. Any requests for updates outside of these dates must be made to School Finance; they will schedule them where possible.

~ ~ ~

Correcting FY 2003 Data

March 31, 2004 is the cutoff for uploading changes to SAIS 2003 data, without having to submit a 915 letter.

After this date any requests to change FY 2003 data must be forwarded to School Finance using a 915 letter.

~ ~ ~

Submitting FY 2004 data

The deadline for uploading FY 2004 data will be June 30, 2004.

~ ~ ~

"Passing Time"

School Finance has consulted with the Auditor General, and announces that "passing time" CAN be included towards total instructional time.

~ ~ ~

Enrollment and Summer Withdrawal

SAIS will implement a new integrity failure for FY 2004. If a student has a Summer Withdrawal AND an Enrollment at the same school for the same Fiscal Year, the student will fail ADM

integrity at that school.

A student cannot have both of these transactions/situations present. Either the enrollment or the summer withdrawal must be deleted to correct this problem.

~ ~ ~

SPED28 Counts Drop, but all Data is Correct?

Have you experienced this?

You have checked your sdSPED71 reports, all your students are there, and they are passing integrity. When the SPED28 reports are updated, however, your report counts look strangely low.

If so, here's what may have happened:

You uploaded your periodic transactions to SAIS; this may have been the next batch of absences or attendances for your LEA, and the transactions may have had NOTHING to do with SPED. After the file is processed, all students who had any transactions processed will be set to run through integrity, for ALL Integrity components (SPED, ELL, ADM (40th, 100th, EOY), Year End and October Enrollment).

When the SPED Data is transferred from the Student Detail System to the Student Count system to generate the SPED28 report, the application pulls ALL SPED students who have passed SPED integrity.

If, at the time of this transfer, ANY of your students are still waiting to run through SPED integrity, the data for those students will NOT be transferred.

This may prove confusing; by the time you check the reports, the students

have probably passed integrity, and appear as such on your sdSPED71 report.

Therefore, if you notice an unexplained drop in your SPED28 counts, check the edit update reports (SPED02 reports) for the date and time they were created. Then determine when you last uploaded data for your LEA's. If it was within a day or so before the SPED02 was created, there is a very good chance that this is what happened to your counts. You can further prove this by checking when integrity ran for those updated files, under Student Detail Data Interchange (SDDI), on the Status link.
If you believe this has happened to you, you may opt either to wait for the next update of SPED28 reports, or contact School Finance to request that a new report be generated.

~ ~ ~

Concurrency Application

The concurrency application was made available in production on March 11th. Here are several points to note regarding the use of the application:

1. Always remember to select "Update" after checking off any validation boxes on the application.

2. When the Charter/Public (non-Charter) Concurrencies user interface is first accessed its default is to display any student with concurrencies whose last name starts with the letter "A".

3. Check the validated box only if you have verified the student's enrollment at your LEA. If the membership information is not correct, take the necessary steps in your SMS to correct the enrollment details.

4. Where the Tuition Payer Factor is "Privately paid tuition, no tuition charged, or not eligible for State funding" (Tuition Payer = "2"), students will be included in this application if they have concurrencies. Their memberships should also be validated, but they will not generate any funding.

5. Schools can use the Charter/Public (non-Charter) Concurrencies user interface only through March 31.

For more information on this application please read the following memos:

http://portal.ade.az.gov/SAIS%20Information/Docume nt%20Library/Concurrency%20Changes.pdf

and

http://www.ade.az.gov/schoolfinance/BulletinBoard/Dist ricts/ConcurrencyNotification.pdf

~ ~ ~

Title III ELL Data Collection Application

A new Common Logon application has been opened for the collection of detailed ELL Assessment data from Arizona districts and charters, as mandated by Federal NCLB Title III legislation. For background information and reporting requirements, please refer to the recent memorandum from ADE's English Acquisition Services division:
http://www.ade.az.gov/asd/downloads/Update_Langua ge_Proficiency_Test_and_Data_Request.doc, as well as the FAQ's regarding this new application http://www.ade.az.gov/asd/downloads/ELL_Data_Collec tion_FAQ.doc

The File Format Specification for bulk data uploads to the Title III ELL Data Collection application is also available at:
https://www.ade.az.gov/T3ELL/help.asp. If you wish to use this feature, please review the documentation and begin preparing your data files for submission. The Upload File feature is currently expected to open during the week of March 15, 2004.

~ ~ ~

Support Programs
Eligibility for Free or Reduced Fee Lunch

It is very important to enter students who are eligible for Free or Reduced Fee lunch in SAIS this year.

Your LEA may not be approved for any of the programs related to Free or Reduced Fee lunch (for example 21st Century). Even so, you should STILL enter the Need for students who are eligible for Free or Reduced Fee lunch. Simply add this as a Need, and do not place the students in a particular program. In SAIS terms, this would mean that you are entering the 011 Need for the student, with a value of "4 - Eligible for reduced fee lunch" or "5 - Eligible for free lunch." An LEA requires neither approval nor permissions to submit these Needs.

Reminder: ESS Federal Child Count Verification letters are due by March 19, 2004. If you have any issues or questions, please contact Peggy Staples at 602 364 4024 or pstaple@ade.az.gov

The October 31, 2003 edition of ***Inside SAIS*** carried some details on the qualifying grants needed for these Support Programs on page 2:

http://www.ade.az.gov/sais/newsletters/InsideSAISv1i5.pdf

There is also a new document posted on the ADE/MIS website, called ***SAIS Business Rules***, which was developed by Academic Achievement in conjunction with MIS. It contains some good information on these Needs/Support Programs.
http://www.ade.az.gov/sais/businessrules/SAISBusinessRules.doc

~ ~ ~

Why is the ADE SAIS ID Important?

The SAIS ID number is intended to be an identifier unique to each student, used in the same way that a Social Security number or Driver's License number might be used. The SAIS ID is created for a student when a New Enrollment or Personal Information transaction is first submitted for a student.

Once a SAIS ID has been created for a student, you should download it from ADE. Downloading allows your SMS software to import it so that subsequent SAIS transactions will be associated with the student. All other SAIS transactions, such as Attendance or Absence, require the SAIS ID to be submitted as part of the transaction.

ADE uses the SAIS ID in the various SAIS transactions to associate the transactions with an individual student. Attendance or Absence transactions are recorded for a student by the SAIS ID submitted in the transaction. Integrity and Aggregation are run for a student using the SAIS ID, and the ADM counts are attributed to an LEA based on the CTDS that the SAIS ID is associated with.

In addition to its use for ADM, the SAIS ID is used for SPED, ELL, Support Programs, and various Research items, e.g., October Enrollment and Year End Status. Recently, it has been used for Test Labels. These labels are now printed using SAIS information for each student, and test results can be tied to an individual student at a state level.

As the "No Child Left Behind" requirements are implemented, the SAIS ID will have an even broader impact in more areas. The use of the SAIS ID is expected to broaden as the ADE systems grow, therefore the SAIS ID is expected to increase in importance.

~ ~ ~

Thanks Dan!

ADE is grateful to Dan Hunt, Marana USD, for his help with last week's external testing of the concurrency application.

Please let us know how we're doing. Send your comments (both positive and negative), as well as your suggestions, to: insidesais@ade.az.gov

Back issues of **Inside SAIS** are available from ADE's web site: http://www.ade.az.gov/sais/

Please take advantage of these helpful links:

You can find SAIS on the Web at http://www.ade.az.gov/sais/

MIS Bulletin Board: http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx

SAIS-Related Issues are listed at:
http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx

SAIS Codes Values are at http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc